Company registration number: 01753440 Charity registration number: 1077688

# Islington People's Rights

(A company limited by guarantee) **Annual Report and Financial Statements** 

for the Year Ended 31 March 2014

Field Sullivan Limited Senior Statutory Auditor Neptune House 70 Royal Hill London **SE10 8RF** 



10/10/2014 **COMPANIES HOUSE** 

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#### **Reference and Administrative Details**

**Charity name** 

Islington People's Rights

**Charity registration number** 

1077688

Company registration number

01753440

**Principal office** 

6-9 Manor Gardens

London

N7 6LA

**Registered office** 

6-9 Manor Gardens

London

N7 6LA

Trustees

Omotoyosi Akinfemiwa

(Appointed 12 November 2013)

Tim Aldridge

Kay Booth

(Appointed 12 November 2013)

Matthew Brown

Helen Laker

(Appointed 12 November 2013)

Krishan Murari

Anna Murray

(Appointed 10 September 2013)

Lindsay Owen

Sandrine Palmer

(Appointed 12 November 2013)

Christine Usher

Michael Wüstefeld-Gray

(Appointed 12 November 2013)

Dominic King

(Resigned 12 November 2013)

Stuart Moon

(Resigned 9 June 2014)

Arthur Ryser

Secretary

Gerard Omasta-Milsom

**Bankers** 

The Cooperative Bank PO Box 101

1 Balloon Street Manchester M60 4EP

#### Trustees' Report

The trustees present herewith their report and the audited accounts for the year ended 31 March 2014. This report is also a directors' report as required by s417 of the Companies Act 2006. Trustees and directors are as shown on page 1. The financial statements comply with current statutory requirements and the requirements of the Memorandum and Articles of Association.

#### **Objects**

The principal objects of the company are the promotion of the relief of persons resident, working or studying in or around the London Borough of Islington by reason of poverty, and the advancement of the education of such people in the field of welfare rights.

#### **Activities and Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

Islington People's Rights' charitable objective is the relief of poverty. We address this objective mainly through delivering advice in welfare rights and debt in the London Borough of Islington and neighbouring areas. Our services are provided free of charge, and our beneficiaries are primarily vulnerable members of society. We serve a diverse range of people needing advice; around 70% have a disability and almost half are from Black and Minority Ethnic backgrounds. Nearly all our beneficiaries are in receipt of welfare benefits and the rest on low incomes. We are committed to working in partnership where we can in order to make the most effective use of scarce resources and share expertise. We engage in social policy work and maintain good links with statutory bodies and the local voluntary sector, key at this time of significant welfare reforms. We are pleased to be part of the Islington Advice Alliance along with Islington Law Centre and Islington CAB, working together to ensure comprehensive and joined-up provision in the borough and to campaign based on our collective experience of our clients' needs.

Our work falls into several categories: delivering specialist outreach advice sessions to particularly vulnerable groups; providing directly-accessible advice; and providing specialist tribunal representation in welfare benefits.

#### Outreach to vulnerable clients

During the course of the year Islington People's Rights maintained our programme of outreach advice sessions, focussed on particularly vulnerable members of society. This ensured they have access to specialist welfare benefits and debt advice, enabling them to maximise their incomes and tackle personal debt issues. This was even more important during a period of such major welfare reforms. We focused specifically on clients with mental health issues, delivering 6 weekly advice sessions at the Community Mental Health venues. This was delivered through the Islington Social Services funding of the Islington Mental Health Welfare Rights Service. Specialist advice was also provided to inmates at Pentonville Prison, primarily debt advice, through direct funding. We also began in April 2013 to deliver a new similar service, but at Holloway Prison, with funding from Working Links. In October 2014, we began to deliver a new service focussed on assisting ex-offenders with drug and alcohol issues. This involved 2 sessions delivered at drug and alcohol support service venues, and a third at Probation Service Offices, with funding from City Bridge Trust. All this work is important in ensuring that we can help vulnerable beneficiaries and those who might struggle to find assistance from other sources.

#### Trustees' Report

#### Directly-accessible advice

Islington People's Rights provided specialist advice at our office at the Manor Gardens Centre, in Holloway, in the north of the London Borough of Islington. This was delivered through face to face appointments and casework, and through the telephone advice line. The telephone advice line is accessible 3 days per week, to anyone with a welfare benefits or debt issue. It also signposts callers to other agencies delivering other areas of legal advice, primarily, our partners in the Islington Advice Alliance. We also delivered specialist advice at the St Luke's Community Centre in EC1, in the south of the Borough. All this was funded through the Islington Council Core Advice Grant. We also received additional funding from Islington Council to enable us to deliver a Disability Focus project, providing additional support to local residents with disabilities...

Islington People's Rights also delivered regular evening advice sessions, covering additional areas of law, notably; housing, employment and consumer law, in partnership with LawWorks. One was at St Luke's Community Centre, with input from volunteer solicitors from city firm, Nabarro LLP. The other was at the Golden Lane Campus of City University with input from students from their School of Law.

These areas of work ensure that our services are directly accessible to clients, through self-referral or other mechanisms, without the need for initial contact with statutory agencies. Recently we have welcomed some additional work by the London Borough of Islington to promote advice services and increase residents' awareness of the free provision which is available. We have also been key partners in the Advising Islington Together Project, delivered since August 2013, funded through the Advice Services Transition Fund of the Big Lottery, enabling joint training and capacity building initiatives.

#### Tribunal representation service

Islington People's Rights is the leading agency within Islington providing a specialist tribunal representation service in welfare benefits. This work is vital to ensure benefit claimants who are wrongly refused benefit can exercise their right to take their case to an independent tribunal. This is frequently the only option for those who are refused benefit, and tribunal representation is not covered by the Legal Help or Legal Aid schemes. Expert representation is provided free to IPR clients, and primarily related to Disability Living Allowance (DLA) and Employment Support Allowance (ESA). Our outcomes show a very high success rate at Tribunals, over 85%.

#### Achievements, performance and future plans.

2013/2014 has marked a period of consolidation for Islington People's Rights. We have responded to the reduction in Legal Aid funding for the type of advice we offer by developing new funding streams. At the same time, we have continued to provide a high quality service across our range of venues, with good outcomes and a high level of client satisfaction. We circulate a client feedback questionnaire to all our clients, when we complete their case. Analysis for 2013, showed over 95% general satisfaction rate, and 98% thought our staff informative, and that they were kept well informed, by their IPR Caseworker.

Our aims for the forthcoming year are to maintain and improve the quality and quantity of our services. We have recently had confirmation of funding from Trust for London to deliver advice services and capacity building to Black, Asian, Minority Ethnic and Refugee (BAMER) organisations in Islington, which will enable us to support these groups and their clients effectively.

The need for our services is higher than ever, as many of our beneficiaries face difficult economic circumstances, exacerbated by the impact of changes to the benefits system. We look forward to continuing to meet these challenges.

#### Trustees' Report

#### Status of Islington People's Rights

Islington People's Rights is a private company limited by guarantee. The guarantee of the Members is limited to a contribution of one pound sterling each in the event of the Company being wound up. The Company is a registered Charity, No.1077688.

While overall responsibility for the organisation resides with its trustees, day-to-day responsibility has been devolved to its manager.

#### Trustees

The trustees, who are also the directors, during the year and to date were as set out on page 1. Trustees are elected at each Annual General Meeting and holdand hold office until the end of the Annual General Meeting next following their election, and are then eligible for re-election or re-appointment.

#### Induction and training of trustees

New trustees are provided with an induction pack which outlines the structure of the organisation, includes the main documents setting out its operational frameworks, and details the trustees' legal obligations under charity law. Trustees are encouraged to attend policy days which chart the future direction of the organisation.

#### **Principal funders**

The main funders for the year ended 31 March 2014 were the London Borough of Islington, Safer Islington Partnership, Pentonville Prison and the Legal Services Commission.

#### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

#### Risk management

The trustees have in place a formal risk management process. This involves identifying the types of risk the charity faces (financial, governance, operational and reputational) prioritising them in terms of potential impact and likelihood of occurrence; and identifying ways of mitigating the risks. As part of the process, the trustees have reviewed the adequacy of the charity's current internal controls. While the trustees are satisfied that the major risks identified have been adequately mitigated where necessary it is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. A formal review of the charity's risk management processes will be undertaken on an annual basis.

#### **Reserves policy**

Islington People's Rights' reserves policy is based on the amount of money that would be needed were the company to wind down. This method has been chosen because costs would be high given that we have long-serving members of staff. Therefore the £150,000 target for IPR's reserves covers all redundancies, liquidation fees, notice for the rent and dilapidation. The trustees are sure that should the company be faced with a critical situation, all costs could be discharged. The target figure for IPR's reserves is reviewed every year to allow for changing circumstances. At 31 March 2014, IPR's general reserves stood at £145,650.

#### Trustees' Report

#### Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom generally accepted accounting practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) observe the methods and principles in the charities SORP;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees confirm that so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Lindsay Owen

#### Independent Auditors' Report to the Trustees of

#### **Islington People's Rights**

We have audited the financial statements of Islington People's Rights for the year ended 31 March 2014, set out on pages 9 to 20. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

# Independent Auditors' Report to the Trustees of Islington People's Rights

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#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Field Sullivan Limited Senior Statutory Auditor Neptune House 70 Royal Hill London SE10 8RF

Date: #/19/14

Field Sullivan Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**Islington People's Rights** 

# Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2014

		Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£	£
Incoming resources Incoming resources from generated funds					
Investment income	2	624	-	624	372
Incoming resources from charitable					
activities	3	368,998	27,671	396,669	383,621
Total incoming resources		369,622	27,671	397,293	383,993
Resources expended Costs of generating funds Fundraising trading: cost of goods					,
sold and other costs	4 .	9,530	-	9,530	4,389
Charitable activities	4	319,046	27,671	346,717	310,149
Governance costs	4	10,156	-	10,156	9,477
Total resources expended		338,732	27,671	366,403	324,015
Net income before transfers		30,890	-	30,890	59,978
Transfers					
Gross transfers between funds					
Net movements in funds		30,890	-	30,890	59,978
Reconciliation of funds					
Total funds brought forward		134,760		134,760	74,782
Total funds carried forward		165,650		165,650	134,760

## Islington People's Rights (Registration number: 01753440)

#### Balance Sheet as at 31 March 2014

		201	4	201	3
	Note	£	£	£	£
Fixed assets					
Tangible assets	9		1,742		3,114
Current assets					
Debtors	10	40,778		16,975	
Cash at bank and in hand	_	193,938		150,347	
	_	234,716		167,322	
Creditors: Amounts falling due					
within one year	11	(70,808)		(35,676)	
Net current assets	-		163,908		131,646
Net assets			165,650		134,760
The funds of the charity:					
Unrestricted funds					
Designated funds: IT upgrade			20,000		-
Unrestricted income funds			145,650		134,760
Total charity funds			165,650		134,760

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 9.1.9.114 and signed on its behalf by:

House.

#### Notes to the Financial Statements for the Year Ended 31 March 2014

#### 1 Accounting policies

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

#### Fund accounting policy

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Further details of each fund are disclosed in note 15.

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in the year in which they are received, unless they relate to a specific period when they will be recognised over the period to which they relate.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is recognised on an accruals basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

#### Notes to the Financial Statements for the Year Ended 31 March 2014

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#### Resources expended

Expenditure is accounted on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### **Fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost.

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery Motor Vehicles 25% straight line basis 25% straight line basis

#### **Operating leases**

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

#### **Pensions**

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

#### 2 Investment income

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2014	2013
	£	£	£	£
Interest on cash deposits	624	-	624	372

# Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

# 3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Charitable activity				
LB Islington (Free legal advice project)	165,000	-	165,000	165,000
Pentonville Prison	20,547	-	20,547	20,547
North London Housing Partnership	-	-	-	73,625
Nabarros	1,800	-	1,800	1,440
Access to work	-	6,171	6,171	4,712
City University	90	-	90	360
Disability Action Focus	11,352	-	11,352	-
City Bridge	-	21,500	21,500	-
Advice Services Transition Fund	20,000	-	20,000	-
Holloway prision	20,547	-	20,547	-
Other	375	-	375	676
LB Islington Social Services (Mental Health)	115,000	-	115,000	95,000
Safer Islington Partnership (Drugs and alcohol)	-	-	• -	3,333
Legal Services Commission (Prisons project)	14,287	<u>-</u>	14,287	18,928
	368,998	27,671	396,669	383,621

# Notes to the Financial Statements for the Year Ended 31 March 2014

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#### 4 Total resources expended

	Cost of generating funds	Charitable activity	Governance	Total 2014	Total 2013
	£	£	£	£	£
Direct costs					
Fundraising costs	5,009	-	-	5,009	-
Wages and salaries	4,431	271,971	4,431	280,833	246,975
Staff pensions	-	6,457	-	6,457	5,465
Health insurance	-	979	-	979	779
Training and conferences	-	1,070	-	1,070	1,851
Staff welfare	-	1,071	-	1,071	-
Travelling	-	863	-	863	750
Rent	-	29,916	-	29,916	29,916
Insurance	-	1,929	-	1,929	1,929
Repairs and maintenance	-	3,404	-	3,404	2,971
Telephone and fax	-	1,673	-	1,673	2,507
Office expenses and books	-	1,988	-	1,988	3,474
Computer expenditure	-	11,452	-	11,452	10,135
Printing, postage and stationery	-	4,581	-	4,581	2,230
Memberships and subscriptions	-	771	-	771	916
Sundries	-	2,001	277	2,278	1,029
AGM costs	-	-	1,002	1,002	514
Accountancy fees	-	4,848	-	4,848	4,638
Auditors fees	-	-	3,846	3,846	3,936
Payroll	-	-	600	600	600
Legal, professional and consultancy	90	370	-	460	1,398
Depreciation	-	1,373	-	1,373	2,002
	9,530	346,717	10,156	366,403	324,015

# Notes to the Financial Statements for the Year Ended 31 March 2014

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#### 5 Trustees' remuneration and expenses

No trustee received any reimbursed expenses during the year (2013: £nil). No trustees received any remuneration for the year (2013: nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2013: nil).

#### 6 Net income

Net income is stated after charging:

	2014		2013	
	£	£	£	£
Auditors' remuneration - audit services		3,846		3,936
Depreciation of tangible fixed assets		1,373		2,002

## Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

#### 7 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2014 No.	2013 No.
Charitable activities	16	13
Governance	1	1
	17	14
The aggregate payroll costs of these persons were as follows:		
	2014	2013
	£	£
Wages and salaries	280,833	246,975
Other pension costs	6,457	5,465
	287,290	252,440

#### 8 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

# Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

## 9 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2013	34,470
Disposals	815
As at 31 March 2014	35,285
Depreciation	
As at 1 April 2013	31,437
Eliminated on disposals	815
Charge for the year	1,291
As at 31 March 2014	33,543
Net book value	
As at 31 March 2014	1,742
As at 31 March 2013	3,033

# Notes to the Financial Statements for the Year Ended 31 March 2014

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#### 10 Debtors

	2014	2013
	£	£
Trade debtors	16,991	300
Other debtors	8,600	9,735
Prepayments and accrued income	15,187	6,940
• •	40,778	16,975

#### 11 Creditors: Amounts falling due within one year

	2014	2013
·	£	£
Trade creditors	9,878	963
Taxation and social security	7,299	3,400
Other creditors	38,320	20,000
Accruals and deferred income	15,311	11,313
	70,808	35,676

#### 12 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 13 Operating lease commitments

As at 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	Land and Buildings		Other	
	2014	2013	2014	2013
	£	£	£	£
Within one year Within two and five years	29,916	-	389	-
	-	29,916	-	389
,	29,916	29,916	389	389

# Notes to the Financial Statements for the Year Ended 31 March 2014

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#### 14 Related parties

#### **Controlling entity**

The charity is controlled by the trustees who are all directors of the company.

#### 15 Analysis of funds

	At 1 April 2013	Incoming resources	Resources expended	Transfers	At 31 March 2014
	£	£	£	£	£
Designated Funds Fixed assets	-		<u>-</u>	20,000	20,000
<b>General Funds</b> Unrestricted income fund	134,760	369,622	(338,732)	(20,000)	145,650
Restricted Funds Access to work City Bridge	-	6,171 21,500 27,671	(6,171) (21,500) (27,671)	- - -	
	134,760	397,293	(366,403)	_	165,650

During the year the trustees decided to designate £20,000 towards future fixed asset expenditure.

Access to work provides support for disabled people to undertake their duties.

City Bridge grant provides advice and support to ex-offenders